

## **7 FAM 270**

# **REPORT OF DEATH OF A U.S. CITIZEN ABROAD**

*(CT:CON-565; 01-23-2015)*  
*(Office of Origin: CA/OCS/L)*

## **7 FAM 271 SUMMARY**

*(CT:CON-434; 01-22-2013)*

- a. Form DS-2060, Report of the Death of an American Citizen Abroad, is the official notice of the death of a U.S. citizen abroad, as distinguished from the initial notification to the Department and the next-of-kin (NOK). (See 7 FAM 220).
- b. Form DS-2060 reports are not issued for persons in the U.S. military. They are issued Form DD-2064, Certificate of Death (Overseas), by the Armed Forces Institute of Pathology, Armed Forces Medical Examiner System.
- c. If a private U.S. citizen is killed in an act of terrorism and the remains are transported unembalmed to Dover Air Force Base to be autopsied, the Armed Forces Institute of Pathology issues a death certificate, a copy of which is used by the U.S. Embassy/Consulate as the basis for Form DS-2060. (See 7 FAM 1820).

**NOTE:** About Old Numbering - Form DS-2060 supersedes Form OF-180 and Form FS-192. Consular officers may still be presented with a Form OF-180 or FS-192 to verify death or citizenship of a decedent, and should accept such forms unless there is reason to question their validity.

- d. Administrative Report – Not A Civil Death Certificate: A consular Report of Death is an administrative report which provides essential facts concerning the death of a U.S. citizen abroad and custody of the personal estate of the deceased and must be completed for all deaths of non-military U.S. citizens abroad.

**FAQ:**  
Consular Affairs, Overseas Citizens Services (CA/OCS) is frequently asked why we issue administrative reports of the deaths of U.S. citizens abroad. Early statutes and consular instructions reflect that reporting on deaths of U.S. citizens was regarded as a primary consular function to furnish the citizen's family with an English language record of the death and to create a U.S. record of the

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death.

Second Congress, Session I, Chapter 24, 1792 Statute I, April 14, 1792

Circular Instruction of August 30, 1900

General Instruction Number 338 of July 25, 1914

- e. Accuracy: Form DS-2060 is often used in the settlement of legal and estate matters. It is important that the form be completed as accurately as possible.
- f. Questions: Direct inquiries about the issuance or preparation of Form DS-2060 to CA/OCS/ACS. CA/OCS/L (ASK-OCS-L@state.gov) assists ACS and posts abroad with legal questions regarding Form DS-2060, in consultation with L/CA as appropriate.
- g. Who May Issue a Consular Form DS-2060, Report of the Death of an American Abroad?
  - (1) Generally, a Form DS-2060 should be issued by a consular officer.
  - (2) In addition, consular associates so designated by the CA Assistant Secretary or Deputy Assistant Secretary may sign Reports of Death.
  - (3) In the absence of a consular officer or designated consular associate, the Deputy Assistant Secretary for Consular Affairs may authorize a diplomatic officer to issue a Form DS-2060. Consular agents are not authorized to issue Reports of Death.
  - (4) In countries with protecting powers, the protecting power diplomatic or consular officer will obtain the information necessary to issue Form DS-2060. The Form DS-2060 will be completed by the U.S. Embassy in the protecting power country. For example: Reports of Death of U.S. citizens who die in Iran are initiated by the Swiss Protecting Power in Iran and completed by the U.S. Embassy in Bern, Switzerland. (See 7 FAM 1000).
  - (5) If there is no U.S. embassy or other U.S. diplomatic or consular representation in a country and no protecting power, the Assistant Secretary for Consular Affairs may authorize a post in a third country to issue a Form DS-2060 temporarily.
  - (6) The Assistant Secretary for Consular Affairs may also authorize designated persons in the Bureau of Consular Affairs to issue a Form DS-2060 in the United States when there is no other alternative.

## **7 FAM 272 AUTHORITY**

*(CT:CON-364; 03-07-2011)*

- a. 22 U.S.C. 2715b(b) Reports of Death ...

"The consular officer may, for any United States citizen who dies abroad (1) in the case of a finding of death by the appropriate local authorities, issue a Form

DS-2060.”

- b. 22 CFR 72.5.
- c. VCCR, Article 5, Consular functions consist in ...

“(f) Acting as notary and civil registrar and in capacities of a similar kind, and performing certain functions of an administrative nature, provided that there is nothing contrary thereto in the laws and regulations of the receiving State.”

“(g) Safeguarding the interests of nationals, both individuals and bodies corporate, of the sending State in cases of succession mortis causa in the territory of the receiving State, in accordance with the laws and regulations of the receiving State.”

- d. 7 FAM 1410 and 7 FAM 1470 provide further guidance.

## **7 FAM 273 RELATIONSHIP BETWEEN THE CONSULAR FORM DS-2060 AND THE LOCAL DEATH CERTIFICATE**

*(CT:CON-434; 01-22-2013)*

- a. Often the next-of-kin (NOK) cannot settle urgent financial matters without the Form DS-2060. To prevent undue hardship on the decedent’s family, it is important to complete the document as soon as possible.
- b. Sometimes local officials issue a preliminary death certificate certifying the fact of the death but stating that the cause of death is undetermined, pending the results of further investigations. If the consular officer is able to obtain a preliminary death certificate and anticipates a delay of more than six weeks in obtaining the final death certificate, issue a preliminary Form DS-2060. (See 7 FAM 277.1).
- c. If local authorities will not issue a preliminary death certificate and the consular officer anticipates a delay of more than six weeks in issuance of Form DS-2060, advise the NOK of the reasons for the delay by phone, e-mail, or fax and report the matter to CA/OCS/ACS by telegram using CASC tags.
- d. Responsibility for Obtaining Local Death Certificate:
  - (1) The consular officer is responsible for obtaining the local death certificate and other necessary documents for preparing the Form DS-2060. Usually the consular officer obtains these directly from the local authorities, or from the local funeral home handling the funeral arrangements. In most countries these are provided to the consul at no charge. If a charge is incurred, this should be included in the funds provided by the family for disposition of the remains.
  - (2) In some countries the local authorities are reluctant to issue documentation except to the NOK. In such cases the consular officer

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should work with the NOK to expedite the process. In no case should the consular officer require the family to obtain this documentation if it is possible for the consular officer to get it.

- e. If there is no civil authority to issue death certificates due to civil unrest or other disruption of normal practices, posts should consult CA/OCS/L (ASK-OCS-L@state.gov) for guidance as to what other documentary evidence of death may be acceptable.

**NOTE:** Some U.S. States place limitations on release of a local death certificate, even to the foreign consul in the United States, absent notarized requests from the NOK. The Department has determined that this is not a violation of Article 37 of the VCCR, but encourages U.S. States to cooperate with requests from foreign consuls. Questions about this practice should be addressed to ASK-OCS-L@state.gov.

## **7 FAM 274 GUIDELINES FOR PREPARING FORM DS-2060, REPORT OF THE DEATH OF AN AMERICAN ABROAD**

### **7 FAM 274.1 Accuracy of Content**

*(CT:CON-361; 03-01-2011)*

To assist posts in preparing Form DS-2060, these guidelines are provided. Because of the importance of Form DS-2060, the information contained in the report must be accurate. The consular officer who signs the form is responsible for its accuracy even if it is prepared by another person, such as locally employed staff (LE staff). Before signing the completed form, the consular officer should review it for accuracy.

### **7 FAM 274.2 Place and Date of Issue**

*(CT:CON-155; 02-07-2007)*

The name of the consular office (American Embassy, American Consulate General, American Consulate, U.S. Liaison Office, U.S. Interests Section) must be shown on the form, along with the city, country, and date of issuance of Form DS-2060. The Form DS-2060 should be issued by the post that has consular jurisdiction over the place of death. When the death of a U.S. citizen occurs in an area that is not in the consular jurisdiction of a Foreign Service post, no Form DS-2060 may be issued without the Department's prior advice and approval.

## **7 FAM 274.3 Social Security Number (SSN)**

*(CT:CON-434; 01-22-2013)*

The social security number is not essential. Include it on the form if it is available at the post, from the family. The SSN can be obtained from the passport application in PIERS (Passport Information Electronic Record System) or CA/OCS/L (ASK-OCS-L@state.gov) Federal benefits specialist can obtain from Social Security Administration (SSA).

## **7 FAM 274.4 Full Name**

*(CT:CON-153; 01-11-2007)*

Use the name contained in the U.S. documentation presented as proof of U.S. citizenship. If there is a discrepancy between the citizenship documents, use the name shown on the passport (even if the passport is not the most recent document). If no passport exists, use the name shown on the most recent document. Capitalize the surname. Include aliases and maiden names under "Remarks," or in a continuation sheet, grommeting it to the first sheet and initialing it.

## **7 FAM 274.5 Evidence of U.S. Citizenship**

*(CT:CON-153; 01-11-2007)*

- a. Identify fully the documentation accepted as proof of citizenship. If it is a passport, cite its number, date of issuance, and place of issuance on the "Evidence of U.S. Citizenship" line of the report. For a naturalization certificate, give the serial number of the certificate. If both a passport and a naturalization certification are available, cite the passport information on the "evidence" line and the naturalization information under "Remarks."
- b. If citizenship evidence is not available at the post, via PIERS or if the local authorities, family, or friends have not responded quickly to the post's inquiries, request confirmation of citizenship telegraphically from CA/OCS/ACS. In these cases, show the passport number, the date, and the place of issuance under "Evidence of U.S. Citizenship," and state under "Remarks" that the information was obtained from the Department of State.

## **7 FAM 274.6 Cause of Death**

*(CT:CON-364; 03-07-2011)*

- a. Cite the authority for issuing a Form DS-2060, such as the death certificate or a physician, as well as the cause of death. If the authority is a death certificate, cite the number of the certificate and name the department, agency, or office in which it is filed. If the authority is a physician, then list the physician's name, address, phone number, and authority under local law for a physician to

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execute the death record.

- b. Do not state on the report that the medical or death certificate is attached. As an attachment is not part of any certified copies issued by the Department, a statement about an attachment creates confusion.
- c. Because the report is an English-language document designed for use in the United States, include no foreign phrases under "Cause of Death." In this space insert the English translation of the cause of death indicated on the local death certificate or medical report.
- d. Resist any urge to editorialize. If there is further information relating to the cause of death that should be known to the Department, convey it separately by telegram.
- e. Cause of Death Not Established: If the foreign authorities decline to list a cause of death on the local death certificate, post can list it on Form DS-2060: Not Listed by Local Authorities; Not Provided by Local Authorities. For the purposes of Form DS-2060 we are interested in the fact of the death. We cannot compel local authorities to make a determination as to the cause of death. 7 FAM 258 paragraph b (2) provides information regarding cause of death and the consular mortuary certificate.

## **7 FAM 274.7 Disposition of Effects**

*(CT:CON-153; 01-11-2007)*

The expression, "Not Applicable," is not appropriate for this item and will not be accepted by the Department. Each decedent at least has clothing, and the disposition of even minimal effects must be explained. (See 7 FAM 290.)

## **7 FAM 274.8 Remarks**

*(CT:CON-153; 01-11-2007)*

- a. In addition to information noted in sections 7 FAM 274.1 through 7 FAM 274.7 that might be included under "Remarks", this section is also reserved for information pertaining to disposition of citizenship documents.
- b. If additional space is required, continue the remarks on the reverse side of the report or separate sheet grommated to the first page and initial them there, as well as signing the front of the form.

## **7 FAM 274.9 Signing and Sealing**

*(CT:CON-155; 02-07-2007)*

The consular officer must sign all copies of Form DS-2060. The officer's typed name and title must appear under the signature. Firmly impress each copy made of Form DS-2060 with the consular impression seal so that all details of the seal

are legible on the document. This requires cleaning the die frequently and obtaining a replacement when the seal's details are no longer fully discernible.

## **7 FAM 275 STILLBIRTHS**

*(CT:CON-434; 01-22-2013)*

- a. 7 FAM 1470 provides guidance regarding the consular documentation possible for stillbirths.
- b. 7 FAM 200 Appendix C provides additional guidance about assisting families in these difficult circumstances.
- c. Direct questions to CA/OCS/L (ASK-OCS-L@state.gov).

## **7 FAM 276 DISTRIBUTING FORM DS-2060, REPORT OF THE DEATH OF AN AMERICAN CITIZEN**

### **7 FAM 276.1 Distribution to the Department and Other U.S. Agencies**

*(CT:CON-364; 03-07-2011)*

- a. Attach to the original Form DS-2060 the original local death certificate, which is the basis for the report. Then send the original and one copy of Form DS-2060 to the Department for filing.
- b. If the deceased was receiving Federal benefits at the post, give a copy of Form DS-2060 for follow-up action to the consular officer responsible for Federal benefits at the post. (See 7 FAM 500.)
- c. If the deceased was not receiving Federal benefits at the post, but the consular officer has reason to believe that the person was receiving Federal benefits in the United States or elsewhere, send copies of the DS-2060 directly to the Federal agencies involved.

### **7 FAM 276.2 Distribution to Next of Kin (NOK) and Legal Representative**

*(CT:CON-364; 03-07-2011)*

- a. Send up to 20 copies of Form DS-2060 to the legal representative of the deceased, generally the NOK and/or legal representative. (22 CFR 22.1) At the time the original Form DS-2060 is prepared, additional copies may be sent also to other persons with a valid need for the report. When in doubt, consult



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CA/OCS/ACS.

- b. Copies issued to these persons at the time the original is prepared are free of charge (22 CFR 22.1).
- c. Copies of Form DS-2060 mailed to relatives and to the legal representative should be accompanied by a brief letter explaining how additional copies may be obtained and to again convey sympathy. (See 7 FAM Exhibit 222.3 Part 3.)
- d. 7 FAM 276.5 provides information regarding release of certified copies by Passport Services Vital Records Section.

## **7 FAM 276.3 Copy for State Vital Statistics Offices**

*(CT:CON-364; 03-07-2011)*

- a. If the decedent was born in the United States send a copy of Form DS-2060 to the State vital statistics office of the U.S. State of birth. Forward this copy under cover of a short memo indicating that it is being sent to allow that office to annotate its vital statistics records. If the decedent was born abroad no copy should be sent to vital statistics offices of the country of birth.
- b. Addresses of the various state offices concerned are found in the Department of Health and Human Services on line publication, Where to Write for Vital Records, which is revised periodically.
- c. This is in addition to the e-mail notification of the state vital records office by email within 5 days of post notification of the death of the U.S. citizen born in a U.S. State or other U.S. jurisdiction. (See 7 FAM 227.)

## **7 FAM 276.4 Copy for Post Files and Other Posts**

*(CT:CON-494; 11-04-2013)*

- a. Place a copy of Form DS-2060 in the post's consular files.
- b. If a part of the personal estate of the deceased is known to be in another consular district, send a copy of Form DS-2060 to that Foreign Service post.

## **7 FAM 276.5 Passport Services Records Division - Post Transmittal of File Copy of the Form DS-2060**

*(CT:CON-530; 09-17-2014)*

Monthly, posts must complete Form DS-2060 and transmit the file copy to record keeping:

U.S. Department of State Record Services Division CA/PPT/S/TO/RS 44132 Mercure Circle
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[DHL/FedEx/UPS]  
P.O. Box 1213 [USPS]  
Sterling, VA 20166-1213

Posts abroad should continue to send the above documentation to CA/PPT via diplomatic pouch, as appropriate.

## **7 FAM 276.6 Passport Services Vital Records Section - Additional Copies of Form DS-2060**

*(CT:CON-565; 01-23-2015)*

- a. Posts often receive requests for copies of Form DS-2060 long after the original was issued.
- b. Upon request by a person having a valid need, the Passport Services Vital Records Section will provide certified copies of the document (Form DS-2060). See the Consular Affairs Internet page "How To Apply For a Certified Copy of One of These Reports" for guidance on how a person may make a request for a certified copy of a Form DS-2060.
- c. The fee for each copy of the document is prescribed in 22 CFR 22.1.
- d. The Vital Records Section is an integral part of the Records Services Division of Passport Services. The Section's mission is to manage the various vital records (non-passport) under the purview of the Bureau of Consular Affairs and to issue certified or authenticated copies of such records pursuant to authorized requests. The Vital Records Section also affixes apostilles on consular birth and death records in accordance with the Hague Legalization Convention (7 FAM 876).
- e. Delegation of Authority: Under Delegation of Authority Number 143 from the Under Secretary for Management dated October 30, 1981, the Assistant Secretary for Consular Affairs is authorized to issue certificates of authentication and certifications under the seal of the Department of State and in the name of the Secretary of State or the Acting Secretary of State, for documents maintained by Passport Services. This authority has been re-delegated to officers in Passport Services Vital Records Section.
- f. Release of Certified Copies: The Vital Records Section will release copies of Form DS-2060 to a person with a valid need. Information related to third parties is excised if the requester is not identified as an immediate family member, executor of the estate, or law enforcement. (See 7 FAM 060 and 7 FAM 1300 Appendix J.)
- g. Consular posts in need of assistance from the Vital Records Section should direct their inquiries to their CA/OCS/ACS contacts. The ACS officer will make the initial contact with the Vital Records Section. This will save posts from

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searching for the appropriate Vital Records officer or sending blanket e-mails seeking assistance.

- h. Panama Canal Zone Vital Records: Persons seeking consular vital records or Panama Canal Zone records can write to the Vital Records Section at:

U.S. Department of State Record Services Division CA/PPT/S/TO/RS 44132 Mercure Circle [DHL/FedEx/UPS] P.O. Box 1213 [USPS] Sterling, VA 20166-1213
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- i. Requests should include all available information pertaining to the event or document desired. In addition to a return address, the requester should include a daytime telephone number or e-mail address in the event more information is required. The written request must be notarized and include a photocopy of the requester's valid driver's license or other government issued identification card. (See 7 FAM 1448.) Appropriate fees must be provided by check or money order, payable through a U.S. bank. Current fees, along with additional information, are available on the Internet at the Bureau of Consular Affairs Internet Web page or by calling the Vital Records Section's automated line at 202-485-8300.
- j. Advise an inquirer to include in the request the following complete identifying information:
- (1) Submit a signed and notarized written request including all pertinent facts of the occasion along with a copy of the requester's valid photo identification.
  - (2) General Information:
    - (a) Date of request;
    - (b) Purpose of request;
    - (c) Document Individual Is Requesting (Form DS-2060);
    - (d) Number of documents requesting; and
    - (e) Current mailing address and daytime telephone number.
  - (3) Facts of Death:
    - (a) Name (at birth/death);
    - (b) Name after adoption (if applicable);
    - (c) Date of death;
    - (d) Country of death;
    - (e) Father's name;
    - (f) Father's date and place (state/country) of birth;

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- (g) Mother's name;
- (h) Mother's date and place (state/country) of birth; and
- (i) Fees: See 22 CFR 22.1 for current fees. Check or money order must be signed, dated, and made payable to "Department of State."  
Remittance must be payable in U.S. dollars through a U.S. bank. Do not send cash.

**NOTE:** Additional Requirements:

Notarized signature

A copy of a valid identification of the requester, such as a driver's license, military identification, or passport.

If you possess a Form DS-2060, please enclose a copy to aid in our file search.

**SUBMIT REQUESTS TO:**

U.S. Department of State

Record Services Division

CA/PPT/S/TO/RS

44132 Mercure Circle [DHL/FedEx/UPS]

P.O. Box 1213 [USPS]

Sterling, VA 20166-1213

**Turnaround Time:**

Most consular vital records must be retrieved from off-site repositories, including the National Archives. Thus, the time it takes varies greatly based on the type of record and date of occurrence, making it difficult to give a definite timeframe.

However, in most cases, turnaround is four to eight weeks.

**Expedited Service:**

Overnight delivery can save about ten days processing time, but there is no way to reduce the retrieval time. Overnight return via Federal Express is available domestically for an additional fee or the requester may provide a pre-paid airbill for the carrier of choice. For the current schedule of fees, see 22 CFR 22.1.

**Additional Information:**

The Vital Records Section can be reached at [\(202\) 485-8300](tel:202-485-8300).

- k. If Passport Services is unable to locate a file copy of the Report of the Death of an American Citizen, the request for verification of the death should be directed to CA/OCS/L which will treat the matter as a Freedom of Information Act request and attempt to reconstruct the case from death reporting cables and ACS system records. If the family has a copy of the report of death bearing the seal of the issuing office, and CA/OCS is able to verify the death from existing records, CA/OCS/L may be able to verify the death through authentication of Department records. Such cases should be brought to CA/OCS/L's attention at

ASK-OCS-L@state.gov. If no Department records exist any longer, it may be necessary for post to assist the family in obtaining an authenticated copy of the local foreign death certificate.

## **7 FAM 277 CORRECTIONS TO FORM DS-2060, REPORT OF THE DEATH OF AN AMERICAN CITIZEN**

### **7 FAM 277.1 Preliminary Form DS-2060**

*(CT:CON-155; 02-07-2007)*

- a. When a delay of more than six weeks is anticipated in obtaining all the information necessary for completion of Form DS-2060, the consular officer should prepare and distribute a preliminary Form DS-2060. A preliminary report must be prepared on Form DS-2060 but with the title or remarks section clearly amended to read "Preliminary Report of the Death of an American Citizen Abroad."
- b. A preliminary report may not be based on less than official notification in writing that death has occurred. Circumstantial evidence, such as the return of SSA checks or a letter from a relative, is not sufficient to warrant the preparation of a preliminary report.
- c. If the consular officer anticipates a delay of more than six weeks in obtaining the documentation necessary for issuing Form DS-2060 and is unable to obtain an official notification in writing that death has occurred, the officer should send a direct relay telegram to the NOK, explaining the reason for the delay.

### **7 FAM 277.2 Correcting Errors**

*(CT:CON-220; 12-19-2007)*

If a post discovers an error on the Form DS-2060 after it is prepared, but before it is sent to the Department for filing, the post can issue a new report of death. The post should retrieve and destroy the erroneous copies, issue a new Form DS-2060, and distribute that.

### **7 FAM 277.3 Amended Form DS-2060**

*(CT:CON-530; 09-17-2014)*

- a. At present, Passport Services Vital Records Section cannot amend or correct Form DS-2060. If errors or omissions are made in Form DS-2060 already forwarded to the Department, the family should contact CA/OCS/ACS or contact post directly for assistance in the issuance of an amended Form DS-2060. This

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must be created by the U.S. embassy or consulate which prepared the original Report.

- b. When an amendment of Form DS-2060 is required, the post should type the word "amended" at the top of the form. The date on which the amended report is prepared is the date to be shown in the space under the document title, calling for "Post & date of issue."
- c. Send the original of the amended report to the Department, Passport Services for filing. Send a copy to each person listed on the first report, along with an explanatory letter, requesting that the first copy or copies be returned to post for destruction. Copies of these letters should be sent to Passport Services for filing with the amended Form DS-2060. The record will be scanned into Passport Issuance Electronic Records System (PIERS) via Passport Lookout Out Tracking System (PLOTS) in the future.

**Send the documents to:**  
U.S. Department of State  
Record Services Division  
CA/PPT/S/TO/RS  
44132 Mercure Circle [DHL/FedEx/UPS]  
P.O. Box 1213 [USPS]  
Sterling, VA 20166-1213

- d. The Department's Passport Services, Vital Records Section will attach the amended Form DS-2060 to the original record.

## **7 FAM 278 REVOCATION/*CANCELATION* OF FORM DS-2060**

*(CT:CON-565; 01-23-2015)*

- a. Form DS-2060 may be revoked/canceled with the approval of the Deputy Assistant Secretary for Overseas Citizens Services or the Deputy Assistant Secretary for Passport Services if it is determined that the report was issued in error either due to mistaken identity or fraud.
- b. If such an allegation is made, the matter should be referred to CA/OCS/L (ASK-OCS-L@state.gov) which will coordinate with PPT, FPP, DS, and L/CA as appropriate.
- c. If Form DS-2060 is revoked, permanent records in Passport Services Vital Records and consular automated systems must be annotated as appropriate. An appropriate entry will be made in the CLASS (Consular Lookout and Support System) system depending on the facts and circumstances of the case (see the CA/FPP Intranet page).

## 7 FAM 279 VERIFICATION OF U.S. CITIZENSHIP OF DECEASED AND DISPOSITION OF PASSPORTS, AND OTHER CITIZENSHIP DOCUMENTS

(CT:CON-565; 01-23-2015)

- a. Since a completed Form DS-2060 is acceptable as evidence of a person's citizenship at the time of death, the consular officer may accept as verification of that person's citizenship only those documents which are considered acceptable for passport issuance (see 7 FAM 1320), if the name clears and there has been no finding of loss of nationality as reflected in CLASS (Consular Lookout and Support System). Consular officers must exercise due care in confirming the citizenship of the deceased.
- b. Do not prepare a Form DS-2060 when neither the consular officer nor the Department can determine the citizenship of the deceased, after making all reasonable local efforts. In such cases, enter in the ACS system and send to the CA/OCS/ACS a record of the efforts made and the evidence uncovered or found, and mark the post's file for destruction three years after the last communication or action on the case. Any previously issued copies should be recovered by the post for destruction.
- c. Disposition of Passport:
  - (1) Passport: If the family requests to keep the passport, cancel the passport of a deceased U.S. citizen, consistent with 7 FAM 1300 Appendix Z, by punching holes in the machine readable zone. **Do not stamp the word canceled on the personal identification page.** Notify the Consular Lost and Stolen Passport (CLASP) office in Passport Services so that *cancelation* of the passport can be recorded in the official passport records of the Department. If the family does not wish to keep the passport of the deceased U.S. citizen as a memento, see 7 FAM 1300 Appendix L for guidance regarding disposition of the passport.
  - (2) Return or provide the canceled passport to the NOK either with the Form DS-2060, or with the decedent's personal effects. Note the fact of the *cancelation* and the disposition of the document in the "Remarks" section of Form DS-2060.
  - (3) If no NOK has been identified, follow 7 FAM 1300 Appendix L guidance regarding disposition of the passport. Note the fact of the cancelation and the disposition of the document in the "Remarks" section of Form DS-2060.
- d. Enter the name of the deceased in the CLASS system in accordance with 7 FAM 227.
- e. Disposition of Other Citizenship Documents
  - (1) Certificate of Naturalization or Citizenship:

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- (a) The consular officer annotates the certificate of naturalization or citizenship of a deceased U.S. citizen by an endorsement, showing the date and place of death of the person to whom it was issued.
  - (b) Return or forward the naturalization or citizenship certificate to the NOK, either with the Form DS-2060, or with the decedent's personal effects.
  - (c) Notify U.S. Citizenship and Immigration Services (USCIS) of the death of the bearer of a certificate of naturalization or certificate of citizenship, even if there is a NOK or legal representative identified, to permit USCIS to enter the fact of the death in its database. Send the notification to Director, Office of Field Operations, 20 Massachusetts Avenue, N.W., Washington DC 20529, referencing the name of the deceased, date of birth, place of birth, naturalization or certificate of citizenship number, and date and place of issuance and disposition of the certificate.
  - (d) When no NOK or legal representative is located, return the document to CA/OCS under cover of a memorandum. CA/OCS/L will forward the documents to USCIS at the above address. Note the *cancelation* of the certificate and its disposition in the "Remarks" section of Form DS-2060.
- (2) Report of Birth: If a Form FS-240, Consular Report of Birth Abroad of Citizen of the United States of America (Form FS-240 was replaced by Form DS-2060), is found among the personal effects of unaccompanied decedent:
- (a) Form FS-240 is not canceled. The post should annotate the back of the Form FS-240 with a hand written or rubber stamped note reflecting the date of death and the issuance of Form DS-2060. Do not stamp canceled on the document as families find this offensive. This is done because the Form FS-240 is proof of U.S. citizenship and this annotation on the reverse side of the family's copy bearing the seal of the issuing office will assist in preventing future use of the document for fraudulent purposes;

**For example:**

"John Smith, to whom Form FS-240 was issued, died January 12, 2007 in Bangkok, Thailand, as reflected on Form DS-2060 on file with the U.S. Department of State, Passport Services Vital Records Section."

Date

Typed Name of Consular Officer

Title of Consular Officer

Initials of Consular Officer

- (b) Post should notify the Department's Passport Services, Vital Records Section of the death of a subject of Form FS-240 or Form DS-1350,



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Certification of Birth. The Vital Records Section will place a "D" in the "Reviewed Citizenship" field of the electronic record to reflect that fact of the death in the birth records. The "D" indicator in the system alerts Passport Records staff that the subject is deceased and that they should not issue a certified copy of Form FS-240 or Form DS-1350, Certificate of Birth, as a fraud prevention measure. If proof of the decedent's acquisition of US citizenship at birth is required, Vital Records can issue a certified letter attesting to the birth facts.

f. Other Documents:

- (1) Return other documents, such as birth certificates, to the NOK or legal representative.
- (2) Annotate with notation of death a Card of Identity and Registration and handle it in the same manner as a U.S. passport.